DIVISION OF **PUBLIC PROGRAMS**

PROGRAMMING GRANTS TO ACCOMPANY NEH ON THE ROAD EXHIBITIONS

Deadline: December 31, 2015 (with earlier deadlines on May 7, 2015, and September 10, 2015; see the "Award Administration Information" section below for additional information)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Item referred to in this document needed to complete your application:

□ Grants.gov application package

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 and publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. To submit an application via Grants.gov, you must have an up-to-date Entity record in the System for Award Management (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 2 of 10

deadline, and that you complete or verify your Grants.gov registration at least two weeks before the application deadline.

I. Program Description

These grants support ancillary public humanities programs to accompany NEH on the Road traveling exhibitions.

Typical formats involve lectures, reading and discussion programs, film discussion programs, Chautauqua presentations by scholars, family programs, exhibition tours, and other appropriate formats for reaching the general public.

II. Award Information

Successful applicants will be awarded a grant of $1,000.

The grant period should not exceed three months, including the period of time in which the exhibition is actually on display at the host institution.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

An institution is eligible to apply only if it is a nonprofit organization with IRS tax-exempt status and has already received a confirmed booking for one of the NEH on the Road exhibitions through Mid-America Arts Alliance.

Information on how to apply for bookings can be found here.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Register or Verify Registration with Grants.gov

Applications for this program must be submitted via Grants.gov. Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov checklist (PDF) to guide you

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 3 of 10

through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed**. If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the System for Award Management (SAM). You can find additional details below, at the start of Section VI, "Award Administration Information."

Download the Free Adobe Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed for use with PCs and Macintosh computers, is available at no charge from Adobe.

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency.

If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) You can also find a link to the application package on the program resource page.

Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip*: If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains three forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.

2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 4 of 10

3. **Attachments Form**—this form allows you to attach the rest of your application as a single file.

When you fill out the forms, please type all entries (including the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name—legal names only, no abbreviations or nicknames) directly onto the form, instead of pasting them in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal. Use normal punctuation and do not type using only capital letters.

To assist applicants, Grants.gov provides a helpful [troubleshooting page](#).

HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE— SHORT ORGANIZATIONAL

Select the form from the menu and double click to open it.

Please provide the following information:

1. **Name of Federal Agency**: This will be filled in automatically with "National Endowment for the Humanities."

2. **Catalog of Federal Domestic Assistance Number**: This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.

3. **Date Received**: Please leave blank.

4. **Funding Opportunity Number**: This will be filled in automatically.

5. **Applicant Information**: In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the "type" that best describes your institution (you only need to select one).

   If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

   All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 5 of 10

6. **Project Information**: The project title should be: Public Programming to Accompany Traveling Exhibition, followed by the name of the exhibition that you have booked.

   Under *Project Description*, indicate that the request is for funds to support humanities programs that will supplement the exhibition. You need not describe the programs in detail.

   List the starting and ending dates for your project. Generally, it is best to have the starting date begin about a month before your scheduled booking and to have the ending date be shortly after the exhibition closes. (This allows for sufficient time to hold programs before the exhibition is actually installed and to wrap things up quickly, once it is dismantled.)

7. **Project Director**: Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.

8. **Primary Contact/Grants Administrator**: Provide the contact information for the official responsible for the administration of the grant (that is, ensuring compliance with the terms and conditions of the award). This person is often a grants administrator, research officer, or sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.

9. **Authorized Representative**: Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.gov user guide (PDF), which is available here.

HOW TO FILL OUT THE SUPPLEMENTARY COVER SHEET FOR NEH GRANT PROGRAMS

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director**: Use the pull-down menu to select the major field of study for the project director.

2. **Institution Information**: Use the pull-down menu to select your type of institution.

3. **Project Funding**: Enter your project funding information. Note that applicants for Challenge Grants must use the right column only; applicants to all other programs must use the left column only.

4. **Application Information**: Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 6 of 10

indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check "new" if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check "supplement" if the application requests additional funding for a current NEH grant. If you are requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to indicate the fields of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the file that makes up your application. This file is the PDF file that you received from the Mid-America Arts Alliance that contains your original application to it for a booking for the NEH on the Road exhibition. That entire application (that is, the original cover sheet, description of programs, and budget) should be a single PDF file, saved on your computer as "applicationandbudget.pdf." No other attachments are required.

Your attachment must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. (Learn more about creating PDFs.)

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." You will be using only "Attachment 1." By clicking on this button, you will be able to choose the file from your computer that you received from the Mid-America Arts Alliance that you wish to attach. Please name the file "applicationandbudget.pdf".

UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all three forms, use the right-facing arrow to move each of them to the "Mandatory Documents for Submission" column. Once they have been moved over, the "Submit" button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 7 of 10

and submit your application. At this point, your AOR will enter his or her username and password. When you click the "Sign and Submit Application" button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

To assist applicants, Grants.gov provides a helpful troubleshooting page.

Information on how to confirm that you successfully submitted your application is available here (PDF).

DEADLINES

Applications must be received by Grants.gov by December 31, 2015. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications should normally be submitted approximately four to five months before the arrival of the exhibition at your institution, in order to allow for processing time.

V. Application Review

Evaluators are asked to apply the following **evaluation criterion**: the degree to which the programs involve humanities experts as presenters in ways that build on the themes of the exhibition.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available here.

All other considerations being equal, preference will be given to projects that provide free access to materials produced with grant funds.

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 8 of 10

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record here. You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified by e-mail. Applicants submitting applications by May 7, 2015, will be notified in September 2015; applicants submitting applications by September 10, 2015, will be notified in December 2015; and applicants submitting applications by December 31, 2015, will be notified in May 2016. Institutional grants administrators and project directors of successful applications will also receive award documents by e-mail at the relevant notification time.

Administrative requirements

Before submitting an application, applicants should review their responsibilities as an award recipient.

Award conditions

The requirements for awards are contained in the General Terms and Conditions for Awards, any specific terms and conditions contained in the award document, and the OMB Uniform Guidance document (PDF).

Reporting requirements

Award recipients will be required to submit a final report to Mid-America Arts Alliance on the activities under this award.

VII. Points of Contact

If you have questions about the program, contact

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 9 of 10

Washington, DC 20506
202-606-8269
Publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
http://www.grants.gov/web/grants/applicants/applicant-resources.html
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov troubleshooting tips

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is three hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.

National Endowment for the Humanities
Programming Grants to Accompany NEH On the Road Exhibitions
Page 10 of 10

☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.

☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Attachments Form—Using this form, attach your application as described in the guidelines:

ATTACHMENT 1: Application and budget (name the file "applicationandbudget.pdf")

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](#).

Information on how to confirm that you successfully submitted your application to Grants.gov is available [here](#) (PDF).